

## FOIA REQUEST INSTRUCTIONS

If your request is for information concerning an organization, business, investigation, historical event or incident you may submit your request in person, by US Mail or fax.

If your request is for information about a third party, you MUST submit his/her notarized authorization or you may use the Privacy Waiver and Certification of Identity Form. Provide the complete name, date and place of birth, social security number and any other identifying data that will help locate the information concerning the subject of your request.

If your request is for information concerning a deceased individual you must provide his/her proof of death in the form of obituary or Social Security index page. You should also provide his/her complete name, date and place of birth, social security number and any other identifying data that will help locate the information.

Complete the FOIA Request Form to include your complete name, mailing address and phone number. It may then be delivered to the Ridgeland Police Department by mail at PO Box 1719 Ridgeland, SC 29936, by fax at 843-726-7524 or in person at 11323 North Jacob Smart Boulevard in Ridgeland SC.

There may be a charge for reports depending on the extent of research required unless you are the listed victim in said report.

*Items marked with an asterisk (\*) are required.*

\*Your Street Address, (No PO Boxes):

\*Your City, State & Zip Code:

\*Today's Date:

Ridgeland Police Department  
11323 North Jacob Smart Boulevard  
Ridgeland, SC 29936

Dear FOIA Public Liaison:

This is a request under the Freedom of Information Act.

\*I request that a copy of the following documents, (or documents containing the following information), be provided to me. (Identify the documents or information as specifically as possible):

\*In order to help to determine my status to assess fees you should know that I am:

An individual seeking information for personal use.

Affiliated with an educational or noncommercial scientific institution and this request is made for a scholarly purpose.

Affiliated with a private corporation and seeking information for use in the company's business.

A representative of the news media/press and this request is made as part of news gathering and not for commercial use.

Affiliated with a public interest group and this request is not for commercial use.

\*If the requestor is not the victim in the case being requested there will be a minimum \$5.00 charge for each data/video disc and \$1.00 for every page printed.

*I request a waiver of all fees for this request. Disclosure of the requested information to me is in the Public interest because it is likely to contribute significantly to Public understanding of the operations or activities of the Government and is not primarily in my commercial interest.*

\*Specific explanation for waiver of fees. (Required if waiver is requested):

Additional comments:

*Thank you for your consideration of this request.*

*Sincerely,*

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\*Signature

Title:

\*First Name:

Middle Initial:

\*Last Name:

\*Daytime Telephone:

Fax Number (If Available)

Email Address: